Summary of FEDERAL AVIATION ADMINISTRATION ANNUAL OCCUPATIONAL SAFETY AND HEALTH REPORT FY 2002

- The Federal Aviation Administration's (FAA) total cost for worker injuries and illnesses for FY02 was $90,345,521. This included $87,842,186 in chargeback costs plus $2,503,335 for continuation of pay (COP).
- There were 1,029 new lost-time cases out of 1,707 total cases filed. The occurrence of new cases dropped by 165 from the FY01 total and the cost for COP also went down.
- For FY03 the FAA still faces many challenges, including more effectively identifying the causes of the injuries and illnesses that occur and developing a system to track lost production days. The inability to track lost production days hampers the ability to accurately identify where the most serious cases are occurring.
- Through cooperative efforts with the lines of business, these capabilities are being incorporated in the Safety Management Information System (SMIS). We are working collaboratively to make sure the system will be deployed throughout the agency and to encourage its use in field facilities.

a. Statistics - Number of Injury/Illness

	FY99	FY00	FY01	FY02
Number of new injury/illness cases filed	1686	1798	1872	1707
Number of New Injury/Illness cases with lost time	909	978	1164	1029
Injury/Illness Case Rate per 100 employees	1.87	2.00	2.31	1.86
Number of Fatalities	0	1	3	3
Number of Employees	48,658	48,942	50,491	55,331

b. Statistics - Costs of Injury/Illness

	1999	2000	2001	2002
OWCP Chargeback Costs	**$84.3**	**$83.7**	**$86.4**	**$87.8**
COP Costs	**1.7**	**2.6**	**3.0**	**2.5**
TOTAL: OWCP + COP	**$86.0**	**$86.3**	**$89.4**	**$90.3**

Data Sources: FY01 and FY02– DOT; FY98-00 - the respective FAA Annual OSH Reports.
Note: OWCP costs are based on the July 1 – June 30 chargeback year; COP costs are based on the October 1 – September 30 fiscal year.

While the chargeback bill increased by over $1 million dollars, the COP costs decreased significantly.

Chargeback cost increases may be due to the rising cost of medical care and other adjustments made to benefits paid to claimants on the OWCP periodic rolls.

U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **INFORMATION:** Agency Fiscal Year Annual Report on Occupational Safety and Health

Date: JAN 27 2003

From: Acting Assistant Administrator for Policy, Planning, and International Aviation, API-1

Reply to Attn. of:

To: Associate Director, Office of Security and Administrative Management, M-40

Attached is the annual assessment report for the FAA Occupational Safety and Health Program as requested in the Department of Labor letter to the Designated Agency Safety and Health Officials. If you have any questions about the report, please contact Tom Holloway of my staff at ext. 78114.

Louise E. Maillett

Attachment

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T HOLLOWAY
(IN DAMS)
1-16-03

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INFORMATION: Agency Fiscal Year Annual Report on Occupational Safety and Health

JAN 27 2003

Acting Assistant Administrator for Policy,
Planning, and International Aviation, API-1

Associate Director, Office of Security and Administrative Management, M-40

Attached is the annual assessment report for the FAA Occupational Safety and Health Program as requested in the Department of Labor letter to the Designated Agency Safety and Health Officials. If you have any questions about the report, please contact Tom Holloway of my staff at ext. 78114.

/S/ LOUISE E. MAILLETT
Louise E. Maillett

Attachment

AEE-200:LArnold:ti:1/16/03
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FEDERAL AVIATION ADMINISTRATION
ANNUAL OCCUPATIONAL SAFETY AND HEALTH REPORT
FY 2002

January 17, 2003

1. EXECUTIVE SUMMARY

The Federal Aviation Administration's (FAA) total cost for worker injuries and illnesses for FY02 was $90,345,521. This included $87,842,186 in chargeback costs plus $2,503,335 for continuation of pay (COP). There were 1,029 new lost-time cases out of 1,707 total cases filed. The occurrence of new cases dropped by 165 from the FY01 total and the cost for COP also went down.

For FY03 the FAA still faces many challenges, including more effectively identifying the causes of the injuries and illnesses that occur and developing a system to track lost production days. The inability to track lost production days hampers the ability to accurately identify where the most serious cases are occurring. Through cooperative efforts with the lines of business, these capabilities are being incorporated in the Safety Management Information System (SMIS). We are working collaboratively to make sure the system will be deployed throughout the agency and to encourage its use in field facilities.

2. MESSAGE FROM THE FAA DASHO

I am pleased to acknowledge the efforts of the lines of business (LOBs) to improve and expand their occupational safety and health (OSH) programs. For example, the Associate Administrator for Regulation and Certification (AVR) reports that that organization developed an occupational safety and health handbook to provide directives, procedures, and guidance material for its employees. The guidance document will assist all managers and staff of that organization to identify and manage occupational hazards encountered in the workplace. AVR also established a full-time OSH Program Manager position, required all AVR Offices and Services to have an OSH budget line item, developed an OSH website on the organization's intranet homepage, and AVR personnel have actively participated in the FAA's occupational safety committee meetings at headquarters and in the regions. The AVR organization has also stated a goal to reduce its employee injuries and illnesses to zero.

The Associate Administrator for Air Traffic Services (ATS) reports that under that organization's ongoing OSH program it was successful in reducing both lost time and no lost time cases for the organization in FY02. The Airway Facilities Service conducted job hazard analyses on equipment and systems, thus identifying and eliminating hazards to personnel and avoiding costly retrofits. A top priority for ATS remains the reduction of operational errors and deviations-related mental stress claims.

Other smaller FAA organizations have chosen to be proactive in addressing future computer workstation-related musculo-skeletal problems in the workforce by providing information and offering workstation ergonomic evaluations to employees.

If we as an agency are to have an effective OSH program that reduces injuries and their related costs, we must move beyond compliance and adopt a pro-active approach to

managing the safety and health of our workers. Working in partnership with the LOBs, we are pursuing a risk management approach, which integrates safety into operations.

As part of a risk management program, we all need to work together to identify injury and illness trends and develop and implement programs to reverse those trends; to work with employees who sustain injuries to help them return to work as quickly as feasible; and to track cost data and establish meaningful and useful financial incentives for cost reduction.

The FAA's employee safety program embraces many challenges and we will continue to strengthen and refine the program's goals.

3. INTRODUCTION

The FAA has primary responsibility for the safety of civil aviation and also recognizes that it has a responsibility to ensure safe and healthful workplaces for its employees. This responsibility was articulated in the Administrator's Policy Statement for Employee Occupational Safety and Health and Environmental Compliance, signed January 27, 1995.

In June 1998, the FAA Administrator issued a memorandum requiring all lines of business (LOBs) to identify and fund their own operational OSH requirements. Each LOB is now required to provide resources to address its own employee OSH needs. This memorandum caused a shift in LOB responsibilities that will be captured in the next revision of Order 3900.19B, FAA Occupational Safety and Health Program. Consistent with the order, the Office of Environment and Energy, (AEE-200), continues to provide OSH policy in the form of new technical chapters. Airway Facilities Service (AAF), and the Environmental, Energy, and Safety Division (AFZ-800), will continue to provide OSH implementation efforts in the field and technical assistance to other LOBs upon request, but only as time and resources permit. The national Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM) requested that each LOB designate an OSH point of contact (POC). Their names are listed under paragraph 4 of this report. Many of these individuals have little if any safety education or experience, and must rely on assistance from AEE and AFZ to implement their OSH programs. Despite this drawback, a number of these individuals have demonstrated initiative and enthusiasm for learning about and advocating employee safety program improvements.

This annual report of the FAA's OSH activities provides a summary of the agency's employee injury experience and shows its progress toward achieving its safety and health goals. The results shown in this report will be used to inform FAA senior managers of the agency's OSH experience and to develop strategies for improvement.

4. SAFETY ORGANIZATIONAL CHART

The names of the FAA DASHO, safety personnel including the LOB Points of Contact (POCs), Regional OSH Managers (ROSHMs) and other individuals who are key to the FAA safety program are shown in Attachment A.

5. STATISTICS AND ANALYSIS

a. Comparison of FY 2001 statistics for lost time injuries/illnesses and fatalities with FY 2000 statistics.

	FY99	FY00	FY01	FY02
Number of New Injury/Illness cases with lost time	909	978	1164	1029
Injury/Illness Case Rate per 100 employees	1.87	2.00	2.31	1.86
Number of Fatalities	0	1	3	3
Number of Employees	48,658	48,942	50,491	55,331

Note: Lost time case rate (the same as the lost work day case rate) = $\frac{\text{\# cases X 100}}{\text{\# of employees}}$

Data sources: The number of new lost time cases for FY99–00 was taken from the respective FAA OSH Reports; FY01 data (including fatalities) were taken from SMIS (on 12/27/01). Fatalities for FY 99-00 were taken from the respective FAA OSH Reports to DOL. Number of Employees for FY00-01 was provided by DOT, and FY98-99 by OSHA. FY02 data was provided by DOT.

b. Office of Workers' Compensation Programs (OWCP) and Continuation of Pay (COP) costs

	1999	2000	2001	2002
OWCP Chargeback Costs	**$84.3**	**$83.7**	**$86.4**	**$87.8**
COP Costs	**1.7**	**2.6**	**3.0**	**2.5**
TOTAL: OWCP + COP	**$86.0**	**$86.3**	**$89.4**	**$90.3**

Data Sources: FY01 and FY02– DOT; FY98-00 - the respective FAA Annual OSH Reports.
Note: OWCP costs are based on the July 1 – June 30 chargeback year; COP costs are based on the October 1 – September 30 fiscal year.

While the chargeback bill increased by over $1 million dollars, the COP costs decreased significantly.

c. **Significant trends and major causes or sources of fatalities and lost time injuries/illnesses. (What have been the most serious and most frequent types of fatalities and injuries/illnesses with lost production days? Be specific and use bullets.)**

TRENDS Operating Administration: FAA		
FY	**TRENDS**	**MAJOR CAUSES/SOURCES OF EACH TREND**
02	A significant number of injury and illness cases continue to be processed as "Unclassified" or are incorrectly classified.	This hinders investigations to determine (and prevent) the causes of these injuries and illnesses. Several explanations: • Data is entered incorrectly by FAA; • Insufficient data is provided on the CA-1/CA-2 so that DOL cannot accurately classify the claim • There has been no "stress" choice on the CA-1/CA-2 forms when determining the type of claim
	There were 3 fatalities.	Two fatalities were the result of a helicopter crash; the third was a result of a head-on car crash.
01	A significant number of injury and illness cases continue to be processed as "Unclassified" or are incorrectly classified.	This hinders investigations to determine (and prevent) the causes of these injuries and illnesses. Several explanations: • Data is entered incorrectly by FAA; • Insufficient data is provided on the CA-1/CA-2 so that DOL cannot accurately classify the claim • There has been no "stress" choice on the CA-1/CA-2 forms when determining the type of claim
	Stress claims remain the major source of lost production days.	• Stress claims are filed by Air Traffic Controllers when an "operational error" occurs. • Agencywide statistical analysis is not yet available in our safety management information system (SMIS) to permit analysis of stress claims. • Air Traffic Controllers are filing multiple stress claims.
	There were three fatalities.	No trends were identified.
00	In FY2000 handling manual equipment/furniture accounted for 15% of Airway Facilities injuries. (ATS/AAF)	Focused initiatives successfully reduced material handling incidents in Airway Facilities approximately 9% in FY2001. (ATS/AAF)
99	Injuries and illnesses were not being classified correctly.	CA-1 and CA-2 forms were not being completed with sufficient information to correctly classify the injury/illness.

d. **Federal Worker 2000 (2001 Federal Employee Initiative or FEI) Status**

Goal 1a – Reducing the overall Total Case Rate (total number of injuries/illnesses per 100 employees) by 3 percent per year beginning with FY00 and using FY97 figures as the baseline.

Total Case Rate = $\frac{\text{\# of injuries/illnesses for the year} \times 100}{\text{\# of employees}}$

GOAL 1a – TOTAL CASE RATE

Operating Administration: FAA

FY97 Baseline	FY01		FY02		Was Goal Met?	
	Goal	Actual	Goal	Actual	Yes	No
3.23	3.04	3.60	2.95	3.08		x
Total # of injuries/illnesses (Source – DOT)	1,816		1,707			
# of employees (Source: DOT)	50,491		55,331			

Although there was a reduction in the total case rate, the agency was unable to meet the projected TCR goal for FY02.

Goal 1b - Improve the timeliness of reporting of injuries and illnesses to the Department of Labor by 5 percent per year based on FY 98 rates

Goal 1b – TIMELINESS OF REPORTING

Operating Administration: FAA

	1998 Baseline % in 14 Days	2001 % submitted within 14 Days		2002 % submitted within 14 Days		Goal Met in 2002?	
		Goal	Actual	Goal	Actual	Yes	No
FAA	31.0%						
		29.45%	47.33%	27.97%	51.1%	X	

Source: FY01 and FY02 - AHR

FAA submitted 55.5 percent of its 1,491 CA-1 (traumatic injury) claims within 14 days and 13.8 percent of its 174 CA-2 (occupational disease) claims within 14 days for an average of 51.1 percent for the OWCP 12 month period 7/1/01 – 6/30/02.

Goal 2 - For those work sites with the highest rates of serious injuries, reducing the occurrence of such injuries by 10 percent per year. Any worksite that exceeds 5.34 injuries/illnesses per 100 employees in FY96 falls under this goal.

$$\text{Total Case Rate} = \frac{\text{\# of injuries/illnesses for the year} \times 100}{\text{\# of employees}}$$

FAA has two locations that fell into the "highest rate" category based on FY96 figures: Westbury, NY and Cleveland, OH.

Goal 2 – Worksites with Highest Injury Rates

Operating Administration: FAA **Work Site: Westbury, NY 11590**

	FY96 Baseline Rate (Westbury)	FY01		FY02		Goal Met?	
Total Case Rate of Injuries/Illnesses (per 100 employees)	11.29	**Goal**	**Actual**	**Goal**	**Actual**	**Yes**	**No**
		9.14	23.1	8.23	3.25	X	

Source: FY96 and FY01 – DOT; FY01 394 employees, 92 cases/91 with lost time) – DOT; FY02 Case number (13) supplied by DOT and employee count (399) supplied by Eastern Region Human Resources.

The dramatic decline in OWCP claims this fiscal year at the NY TRACON/Westbury site is due to emphasis on improved engineering controls for acoustic trauma and a decrease in operational errors. The engineering controls include a new computerized OWCP data-collecting system, a voice switch system featuring integral, tone-eliminating technology, and the use of improved headsets. National and local negotiated agreements with the air traffic bargaining unit focused on reduction of operational errors and deviations, which resulted in fewer stress claims being filed. During an OSHA inspection of this site in October 2002, no citations were issued and no other substantial issues were determined.

Goal 2 - Worksites with Highest Injury Rates

Operating Administration: FAA **Work Site: Cleveland, OH 44135**

	FY 1996 Baseline Rate (Cleveland)	FY 2001		FY 2002		Goal Met?	
Total Case Rate of Injuries/Illnesses (per 100 employees)	20.27	Goal	Actual	Goal	Actual	Yes	No
		16.42	11.22	14.78	1.02	X	

Source: FY96, FY00, FY01 – DOT; FY01 – 98 employees, 11 cases/5 with lost time; FY02-DOT, 98 employees, 1 case with lost time.

There were only three injury/illness incidents at the Cleveland AFSS in FY02, one of which involved lost time. The low number of claims is attributed to an aggressive management approach to reduce injuries and operational errors at this facility. A great deal of effort has been taken by local management to controvert claims. The mishaps this year were due to slipping on a wet floor, reaction to perfume, and an operational stress case. Each incident was reviewed appropriately. The CA-1 filed for stress was controverted. The OSHA inspection of February 2002 indicated that there were no open safety issues that needed to be addressed. The Office of Environment and Energy is attempting to have this facility removed from Goal 2 reporting.

Goal 3 - Reduce the lost production day (LPD) rate (i.e. lost production days due to injury or illness per 100 employees) by 2 percent per year. Lost production days are days an employee is away from work due to a work-related injury or illness and days an employee works at less than full capacity (restricted duty) because of a work-related injury or illness.

There currently is no mechanism within the FAA to effectively capture lost production days for trending purposes.

Per DOT instructions - calculations for this goal are suspended until DOL establishes a formula for computing lost production days.

6. SAFETY AND OCCUPATIONAL HEALTH PROGRAM ACCOMPLISHMENTS

a. (Use bullets and be concise. List your organization's major accomplishments and place them in the following four categories; do not list daily operational activities. Focus on accomplishments that were significant, that saved dollars, reduced injury/illness rates, and/or were program implementation or modification, etc.)

(1) **Management Leadership and Employee Involvement** – Give (1) examples of management's commitment for the OSH program. Include (2) unique or significant accomplishments that your organization made last year to enhance employee participation, involvement in the OSH program, (3) recognition to outstanding achievers, and (4) establishing accountability and performance standards for managers, supervisors, and employees.

- National Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM) meetings were held 10/18/01 and 4/18/02. Topics included the financial impact of workers' compensation injuries, the Safety Management Information System (SMIS) user group formation, and the Employee Response to Emergencies pamphlet that was developed and distributed in July 2002. Activities of the OSHECCOM are posted on the AEE website at http://www.aee.faa.gov/aee-200/osheccom/.
- OSHECCOM activities successfully continued in the field.
- Briefing meetings were held for the OSH and OWCP Points of Contact on 2/12, 4/9, and 7/31/02. Topics covered included review of the FY01 Annual OSH Report, the FY02 OWCP chargeback update, how to use the SMIS mishap entry form, and presentation of recognition certificates for safety program accomplishments.
- On April 2, 2002, the Assistant Administrator for Human Resource Management issued performance standards for supervisors that included language regarding responsibility for addressing workplace hazards and safety matters.
- Work continued on the refinement of the Safety Management Information System (SMIS) with a pilot testing period to gain input from intended users.
- A display in observation of National Safety Week was mounted in the lobby of the FAA Washington headquarters in June 2002. Handout information on office safety, computer workstation ergonomics, and employee response to emergencies was provided.
- Two national workshops were conducted for the Regional Program Managers for Environment and Safety and the Regional Occupational Safety and Health Managers.
- A mechanism for tracking Memoranda of Agreement and Memoranda of Understanding to ensure that EOSH requirements are satisfied was created.
- Specific EOSH milestones were included in the performance plans of executives in the Airway Facilities organization.

(2) **Worksite Analysis** – List accomplishments for (1) assessing the effectiveness of your safety and occupational health programs and (2) the results of the analyses and actions taken to correct deficiencies found.

- OSH Management Evaluations - AEE conducted four management evaluations in order to assist FAA organizations in the set-up and conduct of their occupational safety programs.

- Inspections
  - For the Regulation and Certification organization (AVR), a checklist was developed for documenting workplace inspections and these were completed by each division and branch manager within the organization. No serious deficiencies were discovered during these inspections.
  - For the first time within the Air Traffic organization (AAT), all regions were required to submit a self-evaluation of their environmental and occupational safety (EOSH) programs. There were also over 50 site visits made to review equipment and systems for EOSH compliance and on-site reviews of the EOSH programs by headquarters teams were accomplished in three regions.

(3) **Hazard Prevention and Control** – List accomplishments for the identification, assessment, and resolution of safety and health problems.

- FAA Order 3900.57, Pre-Construction Safety and Health Checklist, was revised to clarify procedures and promote increased implementation of the directive.
- FAA Order 6930.1A, Fire Prevention and Maintenance of Fire Protection Equipment was updated.
- Over 100 requirements documents and maintenance manuals were reviewed to ensure proper language for EOSH requirements.
- Detailed analyses were conducted of Air Traffic mental stress cases and headset tone incidents at field facilities. Focused efforts to reduce operational incidents resulted in a decline in stress cases while recommended procedures for handling headset tone incidents were drafted.
- A workshop was conducted to delineate Job Hazard Analysis (JHA) process and method to integrate EOSH requirements into FAA equipment maintenance systems.

(4) **Occupational Safety and Health (OSH) Training** - Accomplishments for assuring that workers, supervisors, and committee members received appropriate OSH awareness and hazard recognition information and training.

- Conducted safety management training for regional Air Traffic OSH coordinators.
- Provided inspection, fire life safety, indoor air quality, and emergency response training for the regional safety representatives of the National Air Traffic Controllers Association.
- Conducted audits of 91 Airway Facilities Courses to integrate EOSH requirements into FAA technical training.
- Conducted 8-hour Radiation Awareness Safety Training in two regions.

- Numerous other training activities were conducted for all levels of employees throughout the FAA regions on subjects ranging from first aid and CPR, hazmat, confined space entry, fall protection, high voltage safety, lockout/tagout, expert climber, ergonomics, hearing conservation, and asbestos awareness, to violence in the workplace, runway safety, and arctic survival.

Discuss how your goals and objectives provided in FY 2001 Annual Report were achieved and how (if) they were effective for program growth using the following table.

Goals and objectives (Source: FY 2001 report)	**Outcomes**	**Measures contributing to success and/or roadblocks that hindered your OA in achieving program growth**
Revise AEE's 5-year OSH Strategic Plan to include a new risk management paradigm for the agency. (AEE)	Goal not accomplished.	Hindered by insufficient resources.
Focus on assessment of computer workstations. (API/AEE)	Four workstation evaluations were conducted. New equipment was provided along with awareness literature for the affected employees.	Accomplished with the assistance of the Transportation Administrative Service Center (TASC) and Research and Acquisitions (ARA) personnel.
Increase efforts to reduce injuries and illnesses and their corresponding OWCP costs through promotional programs. (AEE)	A headquarters lobby display was instituted for National Employee Safety Week in June 2002.	Although funds had not been budgeted for this activity, agency management identified funds that could be used for the display.
Finalize enhancements to the Safety Management Information System to produce timely reports on LOB and agencywide injury and illness trends. (AEE)	This is an activity that is ongoing. Numerous workgroup meetings were held throughout the year that resulted in significant progress towards the deployment of this system.	Cooperation between AEE and Air Traffic Services has allowed this project to continue successfully.
Revise Order 3900.19B to require all LOBs to budget and implement OSH programs for their employees. (AEE)	Goal not accomplished.	Hindered by insufficient resources.
Develop 5 new policy chapters for Order 3900.19B. (AEE)	One policy chapter, Job Hazard Analysis, was completed to signature.	Policy chapter coordination requires extensive follow-up and entails many unexpected delays. Insufficient resources also hindered completion of more chapters.

Perform OSH management evaluations for 3 LOBs. (AEE)	Four organizational management evaluations were conducted.	Active field participation and the willingness of the LOB POCs to pave the way within their organizations contributed to the effectiveness of the evaluations.
Revise the OSHECCOM Charter to include Associate and Assistant Administrators of all LOBs and Staff Offices as members. (AEE)	Goal not accomplished.	Hindered by insufficient resources.
Develop Policy and Implementation guidance. (AVR)	AVR developed an OSH handbook for managers and staff as well as an OSH safety checklist to be used to evaluate the organization's workplaces.	The support of upper management, the inclusion of OSH accountability in managers' and supervisors' performance standards, and CBI training for managers and supervisors all contributed to the success of this goal.
Reduce operational air traffic control errors and deviations, which represent approximately 1/3 of ATS cases. Numerous air traffic control claims were filed after the Sept. 11, 2001 terrorist attacks. (ATS)	Operational errors and deviations were reduced by 11% and associated mental stress claims were reduced by approximately 40%.	National and local memoranda of agreement and operational error reduction plans were signed with air traffic bargaining units. Focused efforts were successful in reducing these errors.
Improve access to data adequate to perform detailed data analysis. (ATS)	The initial pilot test for the Safety Management Information System was completed.	Cooperative efforts with Air Traffic Services and the Office of Environment and Energy were successful in making enhancements to SMIS.
Improve measures to protect facilities and employees from biologic, chemical, and terrorist attacks. (AEE)	The Employee Response to Emergencies pamphlet was produced and distributed to all employees.	Cooperation and support among many organizations and levels of management contributed to this goal's accomplishment.
Continue the implementation of the OSH Compliance Plan (OCP). (ATS)	The Eastern Region draft OCP was finalized on 9/17/02.	Timely completion was accomplished through active assistance from Washington Headquarters (AFZ-800).

a. Discuss how your accomplishments contributed to your Operating Administration strategic plan. Did you meet the Employee Satisfaction Performance Goal? (Reference: DOT Performance Plan April 2001 and the Performance Agreement Tracking System)

The FAA OSH Program helped the agency meet two goals of the strategic plan:

- System Efficiency: Provide an aerospace transportation system that meets the needs of users and is efficient in the application of FAA and aerospace resources.

- People--Implement a model work environment: Provide a productive and hospitable work environment where employees can develop to their potential and contribute fully to the organization.

During the year, we assessed compliance with OSHA regulations, including fire safety requirements; modified FAA facilities to conform with these regulations and reduced the use of hazardous materials at our facilities. This promoted a safe and healthful workplace for FAA employees and reduced both adverse operational impacts to the National Airspace System (NAS) and agency liability costs associated with workers' compensation claims. Specific accomplishments were discussed in Section 6 above.

The 2001 Performance Agreement between DOT and FAA is no longer in effect.

7. PROGRAM DIRECTION

a. Briefly identify your specific annual OSH goals and objectives, and significant OSH initiatives planned and/or programmed for the coming year(s). These will be tracked throughout the year and will be used for the FY 03 Annual Report.

#7 Program Direction OPERATING ADMINISTRATION: FAA		
FY	**GOALS**	**OBJECTIVES/STRATEGIES TO REACH THE GOAL**
FY03		
1	Ensure current OSH policy and guidance for the agency.	• Revise AEE's 5-year OSH Strategic Plan to include a new risk management paradigm for the agency. (AEE) • Revise the FAA Safety Program Order 3900.19B to require all LOBs to budget and implement OSH programs for their employees. (AEE) • Produce two new policy chapters for addition to Order 3900.19B. (AEE) • Initiate revision of FAA Order 1050.17, Airway Facilities Environmental Safety Program. (ATS)
2	Analyze mishaps to determine trends and root causes.	• Launch the Safety Management Information System (SMIS) agency-wide. (AEE)
3	Ensure that employees learn to recognize potential hazards and know how to address them.	• Provide OSH training (the OSHA 600 course for collateral duty personnel) for each field committee member. (AVR) • Provide Hazcom Program training for personnel. (AVR) • Continue to provide maintenance training for technicians responsible for fire life safety (FLS) systems in ATCTs and ARTCCs. (ATS)
4	Implement systematic measures to address potential hazards.	• Conduct job hazard analyses on pre-determined systems and equipment. (ATS) • Finalize five-year Occupational Safety and Health Compliance Program (OCP) plans for Southern Region and the William J. Hughes Technical Center. (ATS) • Participate in ASR-11 Safety Working Group to ensure safety upgrades are accomplished. (ATS) • Implement an electrical safety program to protect employees working on electrical systems. (ATS)

FY04		
1	Ensure current OSH policy and guidance for the agency.	• Update agency OSH order due to organizational changes and the OSHA recordkeeping standard changes. (AEE) • Produce two new OSH policy chapters. (AEE)
2	Analyze mishaps to determine trends and root causes.	• Evaluate data in SMIS for trends and root causes of agency employee mishaps. (AEE)
3	Ensure that employees learn to recognize potential hazards and know how to address them.	• Continue to provide general safety awareness informative materials to the OSH POCs to distribute as needed within their organizations. (AEE)
4	Implement systematic measures to address potential hazards.	• Continue to implement FLS upgrades for towers. (ATS) • Implement agency-wide fall protection program to protect employees working at heights. (ATS)
5	Evaluate agency OSH performance.	• Launch agency OSH oversight program. (AEE)

a. Provide a narrative of what may be needed to reach the goals (resources, senior leader involvement, organizational level change, other challenges, etc.)

The FAA employee safety policy and implementation functions still reside in separate organizations, which, along with insufficient funding for OSH programs, continues to be a challenge. Without adequate funding to support LOB OSH programs, program efforts to ensure safe workplaces for FAA employees are jeopardized.

A risk management approach is needed to improve the effectiveness of the FAA safety and health program so that injuries and their related costs can be reduced. The foundation needed to implement a risk management program is support and active participation by senior management. As part of a risk management approach, managers must be accountable for the performance of their OSH programs. Progress has been made by adding responsibility for employee safety to managers' performance plans. We can do a better job to identify injury trends and develop and implement programs to reverse those trends. We still need to improve our proactive approach of working with injured employees to return them to work as soon as they are able.

Several initiatives are continuing, such as preparing presentations for the FAA Management Board and promoting interaction between the LOB OSH and OWCP points of contact within FAA organizations. We also still must find ways to use financial incentives to help reduce OWCP costs.

Attachment A – FAA Safety Organization

FAA Safety Organization for FY 2002:

DASHO	Louise E. Maillet, Acting Assistant Administrator for Policy, Planning, and International Aviation, API-1
OSH Policy Office of Environment and Energy, AEE-200	Thomas T. Holloway, Lita Arnold, Michael Thomas, Victoria Hershiser, Nancy McWilliams
OSH Implementation Air Traffic, ATX-500 Airway Facilities, AFZ-800	 Mary Wingard William Kansier, Cheryl Mazzella-Anderson, Robert Rams, Emmanuel Kuti, Rene Filipowski, Charles Bragdon, Jamie Greene
Other Regions and LOBs	See table below.

Regions and Centers	Regional Occupational Safety And Health Manager (ROSHM)
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ACE – Central	Michelle Lott (Acting), ACE-473h
ACT – Tech Center	Paul Lawrence, Jill Sharra, ACX-42
AEA – Eastern	Thomas Cuthel, AEA-472
AGL – Great Lakes	Wayne Vogelsburg, AGL-473
AMC – Aeronautical Center	Ed Connell AMP-100
ANE – New England	Nelson Smith, ANE-471
ANM – Northwest Mountain	David Payne, ANM-460
ASO - Southern	Patricia Tilson, Reggie Muller, ASO-470
ASW- Southwest	Rick Simon, ASW-472
AWP – Western Pacific	Robert Laidler, AWP-471

FAA Organization	OSH Point of Contact	OWCP Point of Contact
AGC (Chief Counsel)	Jackie Washington, AGC-10	Annette Pitts, AGC-10
AGI (Gov't & Industry Affairs)	Robert Cripe, AGI-5	Robert Cripe, AGI-5
APA (Public Affairs)	Theresa Sabino, APA-10	Theresa Sabino, APA-10
ACR (Civil Rights)	Mary A Winston, ACR-10	Mary Winston, ACR-10
AHR (Human Resource Mgmt.)	Carole Meredith, AHR-10	No designee
ABA (Financial Services)	Richard Sloan, ABA-10	Richard Sloan, ABA-10
ASY (System Safety)	Velma Cooper, ASY-10	Pam Anderson-Taplett, ASY-10
AIO (Information Services)	Kimberly Morgan, AIO-10	Calvin Mitchell, AIO-10
ARC (Region/Center Operations)	Larry Hedman, ARC-10	Larry Hedman, ARC-10
ATS (Air Traffic Services)	Mary Wingard, ATX-500	Tom Carroll, ATX-200
ARA (Research & Acquisitions)	No designee	Catherine Randall, ARA-3
AVR (Regulation & Certification)	Jean Watson, AFS-309	Laureen Bakri, AVR 10
ARP (Airports)	Bessie Waiters, ARP-10	Jean Hetsko, ARP-10
HCS/ASI (Security & Investigations)	Liliana Sanchez, ASI-10	Candy King, ASI-10
AST (Comrc'l Space Transportation)	Stanley D. Johnson, AST-4	Stanley D. Johnson, AST-4
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